

CHILD DEVELOPMENT & CARE
Important Information for Parents – **PLEASE READ**
Michigan Department of Human Services

Reporting Daily Activity Hours and Child Care Hours:

- The easiest and most convenient way to report your hours is using the Internet reporting system found under the Parent Reporting menu at www.michigan.gov/childcare.
- If Internet access is not available, reporting by telephone is available. Call 1-888-779-2775 (touch-tone) or 1-888-826-1772 (voice-activated).

NEW CHANGES FOR OCTOBER 2009

REPORTING REQUIREMENTS:

- The Child Development and Care Parent Record, DHS-641, now requires recording daily illness or holiday hours along with Parent Actual Activity Hours. These hours are to be reported every two weeks. The DHS-641 must be retained for four years for audit purposes. **Please note that illness/holiday hours will be limited to 208 hours per child on a fiscal year basis. The next fiscal year begins October 1, 2009 and ends September 30, 2010.**
- Parents must report actual activity, child care and ill/holiday hours every two weeks. Non-reporting will delay payments to your provider.
- Parents must certify that they have read the Child Development and Care handbook.

PINS:

- You will have the option to reset your PIN on I-Reporting.
- You will be able to validate your parent ID and PIN before pay period prompt on I-Reporting.

I-REPORTING:

- You will be able to submit your report on the last Friday of the pay period.
- You will be able to view payments made to your provider.
- Frequently Asked Questions (FAQs) have been updated and are available on the parent menu.

TELEPHONE REPORTING LINE:

- Help menu options have been expanded on the telephone reporting line.

OPTIONS:

- You will have the option to include your work shift hours.
- You will have the option to indicate when more than one provider is authorized to provide care

IMPORTANT NOTE: Effective, October 2009, if your provider submits their billing information and you don't report your information, payment to your provider will be delayed. The Central Reconciliation Unit (CRU) staff will contact you in an effort to resolve this. CRU is available to assist with reporting questions at 1-866-990-3227.